

Utah Department of Health, Bureau of Child Care Licensing  
**Child Care Center Initial Announced Inspection Checklist A -- General Inspection Items**

<b>Center Name:</b>			<b>Center Phone #:</b>		
<b>Address:</b>				<b>Center ID #:</b>	
<b>Director (or Designee):</b>			<b>Licensed Capacity:</b>		<b>Licensed Capacity &lt; Age 2:</b>
<b>Licensing Specialist(s):</b>					<b># of Classrooms:</b>
<b>Inspection Date:</b> /        /	<b>Start Time:</b>	<b>End Time:</b>	<b>License Expiration Date:</b> /        /		
<b>Phone Interview Date:</b> /        /					
<b>Licensur Notes:</b>					

<b>Owner / Director Introductory Items</b>	
	Introduce any unknown Bureau staff to the Owner/Director.
	Give the Owner/Director a brief explanation of the inspection process.
	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the
	Let the Owner/Director know that you will need to observe one diaper change in each room that diapers children (or three rooms, if there are more than three rooms in which children are diapered). The Owner/Director may want to have staff in those rooms come and interrupt the inspection to let you know when they are ready to change a diaper.
	If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children.

<b>GENERAL INDOOR INSPECTION ITEMS</b>		<b>X = Compliance O = Noncompliance</b>	
<b>Posted / Entry Area Items</b>		<b>Rule #</b>	<b>Level</b>
<b>A 1.</b> (Observe.) Child care license posted in a place readily visible to the public?		R430-2-10(2):06	3
<b>A 2.</b> (Observe.) Total # of children present exceed total licensed capacity?		R430-2-4(4)(c):06	1
<b>A 3.</b> (Observe.) Total # of children present under age two exceed licensed capacity?		R430-2-4(4)(c):06	1
<b>A 4.</b> (Observe.) Department's child care guide posted where parents can see it?		100-13(1):09	3
<b>A 5.</b> (Observe.) Current week's menu posted where parents can see it?		100-15(1)(d):09	3
<b>Notes:</b>			

General Indoor Environment		Rule #	Level
A 6. (Observe.) Adequate light intensity throughout the center for the safety of children and the type of activity?		100-4(9):09	2, 3
A 7. (Observe.) Facility free of insects, rodents, and other vermin?		100-5(3):09	1, 2, 3
A 8. (Observe.) Facility has a working telephone?		100-8(9):09	1, 3
A 9. (Observe.) Are children in shared areas of the center supervised? (If no, check written policies for bathroom use.) (N/A if no children in shared areas of the center.)		100-11(1):09	1
A 10. (Observe.) Are required caregiver to child ratios maintained for children in shared areas of the center? (N/A if no children in shared areas of the center.)	single age	100-11(4):09	1, 2, 3
	mixed age	100-11(6):09	1, 2, 3
A 11. (Observe.) For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met in shared areas of the center? (N/A if no children in shared areas of the center.)	single age	100-11(4):09	1, 2, 3
	mixed age	100-11(6):09	1, 2, 3
Notes:			
Children's Restrooms		Rule #	Level
A 12. Are restrooms clean and sanitary?		100-5(1):09	2, 3
		100-5(2):09	1, 2
A 13. (Observe.) Is hot water accessible to children at or below 120 degrees?		100-12(7):09	1, 2
		100-16(1):09	1, 2
		100-16(2):09	2
A 14. (Observe.) Is soap (cannot be bar soap) available for children to wash their hands?		100-16(2)(a)-(e):09	2
A 15. (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?		100-16(3):09	3
A 16. (Observe.) Is toilet paper accessible to children, and kept on a dispenser?		100-16(4):09	2, 3
A 17. (Observe.) Are handwashing procedures posted at each sink, and followed?		100-16(5):09	3
A 18. (Observe.) Is restroom free of tripping hazards?		100-12(2):09	2, 3
A 19. (Observe.) Restroom free of unstable heavy equipment a child could pull down?		100-12(3):09	1
(Observe all.) Are the following items inaccessible to children?			
A 20. Firearms, ammunition, and other weapons?		100-12(4)(a):09	2
A 21. Tobacco, alcohol, illegal substances, and sexually explicit material?		100-12(4)(b):09	1, 2
A 22. When in use, portable space heaters?		100-12(4)(c):09	1
A 23. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)		100-12(4)(d):09	1, 2
A 24. Poisonous plants?		100-12(4)(e):09	2, 3
A 25. Matches or cigarette lighters?		100-12(4)(f):09	1
A 26. Open flames?		100-12(4)(g):09	1
A 27. Sharp objects, which could cut or puncture skin?		100-12(4)(h):09	1, 3
A 28. For age 4 and under, ropes/cords long enough to encircle a child's neck?		100-12(4)(i):09	1, 3
A 29. For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?		100-12(4)(j):09	1, 3
A 30. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)		100-12(4)(k):09	1
A 31. (Observe.) Toxic and hazardous chemicals stored in a labeled container?		100-12(5):09	1, 2

A 32. (Observe.) For age 4 and under, accessible outlets and surge protectors covered?		100-12(6):09	2
<b>Notes:</b>			
<b>Food Service &amp; Kitchen</b>		<b>Rule #</b>	<b>Level</b>
A 33. (Observe.) Kitchen clean and sanitary, except for normal daily food preparation?		100-5(1):09	2, 3
A 34. (Observe.) Evidence of insects, rodents, or other vermin?		100-5(3):09	1, 2, 3
A 35. (Observe.) Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in children's hands? N/O if not observed.			
A 36. ► (Observe and ask.) Any food allergies/sensitivities posted in food preparation area? Are caregivers/cooks aware of them?		100-15(4):09	1, 2
A 37. (Observe.) Refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.)		100-17(3):09	1, 2
<b>Notes:</b>			
<b>Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual</b>		<b>Rule #</b>	<b>Level</b>
A 38. ► (Observe and ask.) Are non-refrigerated medications inaccessible to children and stored in locked area or container? (N/A if there are no medications.)		100-17(3):09	1, 2
A 39. (Observe all.) Are all over-the-counter and prescription medications: (N/A if there are no medications.)			
Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)?		100-17(2)(a)-(d):09	1, 2
Kept in the original or pharmacy container?		100-17(2)(a)-(d):09	1, 2
Have the original label?		100-17(2)(a)-(d):09	1, 2
Have child-safety caps?		100-17(2)(a)-(d):09	1, 2
<b>Notes:</b>			

<b>OWNER / DIRECTOR INTERVIEW QUESTIONS</b>	<b>X = Compliance O = Noncompliance</b>	
<b>Personnel &amp; Staffing</b>		
A 40. Are all director designees at least 21 years of age?		100-8(6):09
A 41. Are all caregivers at least 18 years of age?		100-7(2):09
A 42. ► (Ask and observe.) Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no caregivers under age 18.)		100-7(3)-(4):09
A 43. How do you ensure caregivers under 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)		100-7(3)-(4):09
A 44. Are children under age 2 ever mixed with older children when there are more than 8 children present in the center? (N/A if no caregivers under age 18.)		100-24(1):09
A 45. Are there always at least two caregivers with the children whenever there are more than 8 children present at the center?		100-11(3):09
A 46. If there are 8 or fewer children at the center with more than 2 children under age 2, are there always at least 2 caregivers with the group? (N/A if center does not enroll children under age 2.)		100-11(9):09
A 47. Do any of your cooks ever change diapers or assist in toileting children?		100-16(18):09

A 48. Do any of your caregivers who care for diapered children ever cook food in the kitchen for children outside of their room?		100-23(13):09	3
A 49. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor?		6-4(9):09:09	1
A 50. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been investigated with a supported finding of abuse or neglect by the Department of Human Services?		6-6(4):09:09	1
<b>Notes:</b>			
<b>Safety &amp; Sanitation</b>		<b>Rule #</b>	<b>Level</b>
A 51. Are bathroom surfaces cleaned and sanitized daily?		100-5(2):09	1, 2
A 52. How will you ensure that personal hygiene items such as toothbrushes and/or hair accessories are sanitized between each use if shared by children or used by staff on more than one child? (N/A if there are no personal hygiene items.)		100-16(7):09	3
A 53. Who cleans and sanitizes washable toys and materials? Are they cleaned and sanitized weekly, and as needed?		100-16(8):09	3
A 54. Are water play tables or tubs washed and sanitized daily, and do children wash hands prior to using them? (N/A if not used.)		100-16(10):09	3
A 55. Are potty chairs ever used? If yes, are they cleaned and sanitized after each use? (N/A if not used.)		100-16(17):09	3
A 56. Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child?		100-18(9)(a)-(c):09	3
<b>Notes:</b>			
<b>Administration</b>		<b>Rule #</b>	<b>Level</b>
A 57. How many hours each week is the center director on-site at the facility?		100-8(7):09	1, 2, 3
A 58. Does the center director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the center?		100-8(8):09	3
A 59. Since you opened, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?		100-8(10):09	3
Do you keep the following records on-site for at least six weeks:			
A 60. Medication permission and administration forms. (N/A if center does not administer medication.)		100-9(2)(e):09 100-17(4)(a)-(c):09 100-17(7)(e):09	3 1, 3 2, 3
A 61. Incident, accident, and injury reports.		100-9(2)(f):09 100-13(4):09	3
A 62. Diapering, infant eating, and infant sleeping records. (N/A if center does not enroll infants or toddlers.)		100-9(2)(g):09 100-23(12):09 100-24(15):09	3
A 63. Is food and drink brought from home labeled with child's name, and refrigerated if needed? (N/A if food is not brought from		100-15(5):09	1, 3
A 64. Do parents have access to the center, and to their child's room/area, any time their child is in care?		100-13(2):09	2
<b>Notes:</b>			

<b>Animals</b>		<b>Rule #</b>	<b>Level</b>
<b>A 65. ► (Ask and <b>observe.</b>)</b> Are children ever allowed to handle reptiles or amphibians?		100-22(7):09	2
Are there any animals at the center? (N/A for remaining animal questions if the answer is no.)			
<b>A 66. ► (Ask and <b>observe.</b>)</b> If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?		100-22(2):09	1, 3
<b>A 67. ► (Ask and <b>observe.</b>)</b> Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior?		100-22(4):09	1
<b>A 68. ► (Ask and <b>observe.</b>)</b> Who cleans the animals and their equipment? (Children may not do this.)		100-22(5):09	3
<b>A 69. ► (Ask and <b>observe.</b>)</b> Are animals ever allowed in food preparation or eating areas?		100-22(6):09	2
<b>Notes:</b>			
<b>Transportation &amp; Off-Site Activities</b> (N/A if the center does not transport or take children off-site.)		<b>Rule #</b>	<b>Level</b>
<b>A 70.</b> Do caregivers take children's emergency information and releases with them during off-site activities?		100-20(5)(b):09	1, 3
<b>A 71.</b> What identifying information do children carry with them during off-site activities? Does it include the name and phone number of the center, but not the children's names?		100-20(5)(f):09	1, 3
<b>A 72.</b> If you offer swimming activities, do caregivers remain at the pool with the children during the activity?		100-20(6):09	1
<b>Notes:</b>			